



**Ambitious  
College**

# Curriculum Manager

Job description, 2023



**Ambitious  
about Autism**

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# Job description

<b>Job title</b>	Curriculum Manager	<b>Team</b>	Ambitious College (CONEL)
<b>Job band</b>	£48,271 to £50,219 (based on experience)	<b>Reporting to</b>	Assistant Principal of Curriculum
<b>Hours</b>	37.5 hours per week	<b>Line manages</b>	Teachers at the CONEL Campus Employment Specialist attached to one campus

**Approved by:**

**Updated: May 2023**

## Role purpose

To lead on the day-to-day curriculum management at a specified campus. This will include line management of a team of teachers and an Employment Specialist to ensure learners are receiving a quality service that is in line with the education inspection framework. As Curriculum Manager you will support quality monitoring and assurance and work with the curriculum team to continuously drive up the quality of teaching, learning and assessment. As a member of the college leadership team, you will support the Head of College in developing and implementing Ambitious College's strategic and business plan. This will require monthly attendance at, and contribution to, leadership team meetings.

## Key accountabilities and dimensions

### Curriculum Management:

- To manage a range of curriculum staffing functions, including day-to-day staffing requirements, the provision of staff cover arrangements, monitoring and reporting of staff sickness and annual leave in line with relevant college policies.
- To effectively line manage the teachers and Employment Specialist on site including managing sickness, holiday, and check-ins.
- To provide mentoring and support to trainee teachers to ensure that they can pass their accreditations and become outstanding teachers.
- To be the operational lead for the recruitment, selection, induction and training of any members of the curriculum team.
- To ensure adequate resource is in place for outstanding TLA. This will include sourcing new resource such as software that will support teachers and enhance the quality of teaching and learning
- To undertake quality monitoring and quality improvement. This will include observations of teaching and learning, moderation etc.
- To provide quality reports to the college leadership team in line with the requirements of the quality cycle.
- To support the Assistant Principal for Curriculum with gathering of required information to inform the college self-assessment report (SAR) and quality improvement plan (QIP)
- To lead on the operationalisation of agreed quality improvement measures agreed by the

college leadership team.

- To ensure cover is in place for any teaching absences or vacancies. This will include providing cover teaching as and when required.
- To lead on timetabling and support the Assistant Principal for Curriculum with curriculum design.
- To operationally lead the development, and facilitation of, the academic assessment of all potential learners of Ambitious College in order to assess ability to meet learning needs.
- To ensure all teachers are completing all the required administrative functions of the role and using the required databases correctly.
- To ensure all teachers are meeting required deadlines e.g., completion of annual reviews, end of year reports etc.
- To oversee end of term newsletters, ensuring they are informative, professional, and fit for purpose.
- Lead of COA events and ensure they are of high quality.
- Under the direction of the Head of Campus – CONEL, to lead on the organisation and facilitation of the Learner Council meetings on your respective campus.
- Under the direction of the Head of Campus – CONEL, to have some responsibility for moderating annual review paperwork and chairing annual review meetings.
- Foster relationships to ensure smooth working with Support team, wider TDT and community access coordinator.
- Work with support team to ensure high quality provision of support to learners. Where required to provide training in order to continually improve this.

### Partnership and management

- To work with partner college colleagues to ensure learners have access to all available support
- To develop effective links with external partners, employers, local community and schools as required and organise and take part in student trips and work placements

### Training and professional development

- To keep up to date with subject specialism and to attend training identified
- To be committed to continued professional development
- To mentor assistants and volunteers as directed

### Additional duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity an

Inclusion policy and procedures.

- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head of School.

# Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Educated to degree level or equivalent	X
2. Cert Ed or equivalent qualification or willing to achieve one given time period	X
3. Teaching and learning in post-compulsory education	X
4. Working knowledge of supporting people with autism and/or learning disabilities to access person centered learning and/or community-based services	X
5. Understanding of and commitment to safeguarding children and young people, and equal opportunities and diversity at a management level	X
6. Teaching experience in a college or similar post 19 environment, managing a person-centred service and/or a learning, training or employment support service for people with autism and/or learning disability	X
7. Experience of further education curriculum delivery planning and administration	X
8. Experience of working with young people with autism and/or learning disability who experience behaviour that challenges.	X
9. Computer literate with a good working knowledge of Microsoft Office	X
10. Understanding PBS/ABA or related behaviour approaches	X
11. Experience of vocational qualifications	X
12. Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment	X
Personal attributes	
13. Willingness to work flexibly	X
14. Ability to prepare appropriate teaching/learning materials to draw up relevant assessment criteria	X
15. Values driven and prepared to go the extra mile for service users	X
16. Resilient and able to work on own initiative and work as part of a team	X
17. Interpersonal skills and the ability to lead and build effective partnerships with individuals and organisations	X
18. Ability to plan, manage and deliver work to agreed deadlines	X
19. Excellent communication and presentation skills	X
20. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

# How to apply

Stage	Timescale
Closing date for applications	<b>TBC</b>
Candidates informed of outcome of application	<b>TBC</b>
Interviews (these will be conducted online via Teams)	<b>TBC</b>

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact **Recruitment Officer - Education** - 020 8815 5159 [mayub@ambitiousaboutautism.org.uk](mailto:mayub@ambitiousaboutautism.org.uk)

## Equal opportunities monitoring

*Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.*

*Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.*





## Contact us

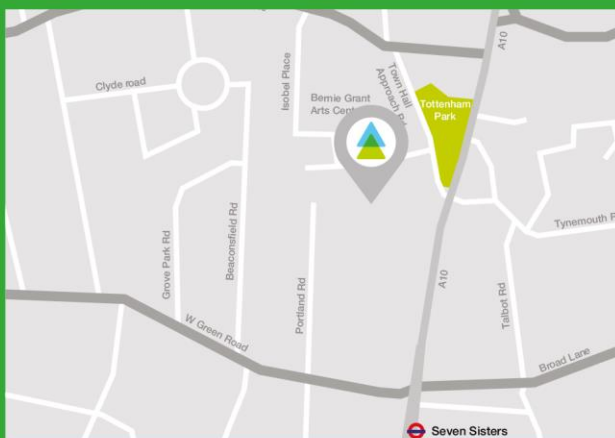
### North London campus

Pears Campus at CONEL  
Clyde Road, London N15 4FY

☎ 020 3870 8775

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [ambitiouscollege.org.uk](http://ambitiouscollege.org.uk)



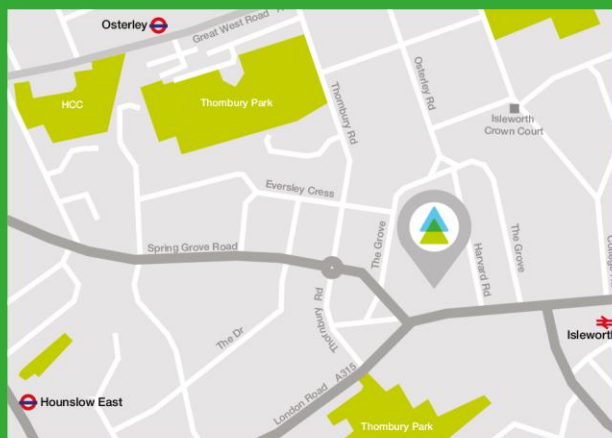
### West London campus

Pears Campus at West Thames College  
London Road, Isleworth TW7 4HS

☎ 020 3873 2201

✉ [admissions@ambitiousaboutautism.org.uk](mailto:admissions@ambitiousaboutautism.org.uk)

🌐 [ambitiouscollege.org.uk](http://ambitiouscollege.org.uk)



## How to find us

### Public transport

The Pears Campus at CONEL is easily accessible by regular bus, London Underground and train services. We are just a short walk from the the Seven Sisters Tube and London Overground stations. Bus routes 76, 149, 230, 243, 259, 279, 318, 341, 349, and 476 run nearby.

### Travelling by car

Parking is available next door at the Bernie Grant Art Centre. The Centre's pay and display car park is located at the end of Clyde Road. Please input postcode N15 4FP into your GPS for directions to the car park.

## How to find us

### Public transport

The Pears Campus at West Thames is easily accessible by regular bus, train and London Underground services. Isleworth train station is a five-minute walk. The nearest Tube stations are Osterley or Hounslow East (Piccadilly Line), then 10-15 minutes' walk. The following buses run from Hounslow bus station: 110, 117, 235, 237, H8 and H37. All buses stop outside the college.

### Travelling by car

There is a car park for staff, disabled students and evening students (entrance on Harvard Road). However, places are limited on a first-come, first-served basis. There are parking meters on the roads directly around the campus. The nearest free parking is on Osterley Road. For further information, please contact admissions.

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